



## DRDP Online Roles and Permissions

Roles	Permissions
<b>Teacher</b>	<ul style="list-style-type: none"> <li>View Dashboard Classrooms</li> <li>View My Classes</li> <li>View and Edit Observations (View Portfolio)</li> <li>View Child Enrollment</li> <li>View, Enter, and Edit Child Rating</li> <li>View Resources</li> <li>View and Download Reports</li> </ul>
<b>Teacher of Record</b>	<ul style="list-style-type: none"> <li>View Dashboard Classrooms</li> <li>View My Classes</li> <li>View and Edit Observations (View Portfolio)</li> <li>View Child Enrollment</li> <li>View, Enter, Edit, and Lock Child Rating</li> <li>Edit Share Status</li> <li>View Shared Child</li> <li>View Sites</li> <li>View DRDP Resources</li> <li>View and Download Reports</li> </ul>
<b>Teacher Of Record + Enrollment</b>	<ul style="list-style-type: none"> <li>View Dashboard Classrooms</li> <li>View, Enter, Edit, Lock, and Unlock Child Rating</li> <li>View and Edit Observations (View Portfolio)</li> <li>View, Create, and Edit Child Records</li> <li>View and accept Pending Exits</li> <li>View and accept Pending Re-Enrollments</li> <li>View and accept Pending Transfers</li> <li>View Total Locked Children</li> <li>View, Create, Edit and Un-Enrollment</li> <li>View, Create, and Edit Classrooms</li> <li>Edit Teachers (Users)</li> <li>View and Edit Share Status of Child</li> <li>View DRDP Resources</li> <li>View and Download Reports</li> </ul>

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Roles	Permissions
<b>Agency Administrator</b>	<ul style="list-style-type: none"> <li>Create, Edit, and Delete User Accounts</li> <li>Create, Edit, and Delete Child Accounts</li> <li>Create, Edit, and Deactivate Sites</li> <li>Create, Edit, and Deactivate Classrooms</li> <li>View, Create, and Edit News Items</li> <li>Create, Edit, and Delete Enrollments</li> <li>Create Custom Rating Views</li> <li>Assign Approved Vendor to Agency Account</li> <li>View, Add, and Edit Observations (View Portfolio)</li> <li>View Pending Exits</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>Download Demographics Incl. Ratings</li> <li>Download Demographics Incl. Ratings and Scores</li> <li>Download Demographics Incl. Scores</li> <li>Download Demographics Only</li> <li>View and Edit Share Status of Child</li> </ul>
<b>Site Administrator</b>	<ul style="list-style-type: none"> <li>Create, Edit, and Delete User Accounts</li> <li>Create, Edit, and Delete Child Accounts</li> <li>Create and Edit Sites</li> <li>Create, Edit, and Deactivate Classrooms</li> <li>View, Create, and Edit News Items</li> <li>Create, Edit, and Enrollments</li> <li>Assign Approved Vendor to Agency Account</li> <li>View Observations (View Portfolio)</li> <li>View Pending Exits</li> <li>View Pending Re-Enrollments</li> <li>View Pending Release Requests</li> <li>View Pending Transfers</li> <li>Download Demographics Incl. Ratings</li> <li>Download Demographics Incl. Ratings and Scores</li> <li>Download Demographics Incl. Scores</li> <li>Download Demographics Only</li> <li>View and Edit Share Status of Child</li> </ul>

Roles	Permissions
<p><b>Family Childcare Provider</b></p>	<p>Create, Edit, and Delete User Accounts            Create, Edit, and Delete Child Accounts            Create, Edit, and Deactivate Sites            Create, Edit, and Deactivate Classrooms            View and Edit Rating Periods            View, Create, and Edit News Items            Create, Edit, and Delete Enrollments            Create and Edit Rating Views            Create Custom Rating Views            Assign Approved Vendor to Agency Account            View Observations (View Portfolio)            View Pending Exits            View Pending Re-Enrollments            View Pending Release Requests            View Pending Transfers            Download Demographics Incl. Ratings            Download Demographics Incl. Ratings and Scores            Download Demographics Incl. Scores            Download Demographics Only            View and Edit Share Status of Child</p>
<p><b>Head Start Grantee Admin</b></p>	<p>Create, Edit, and Delete User Accounts            Create, Edit, and Delete Child Accounts            Create, Edit, and Deactivate Sites            Create, Edit, and Deactivate Classrooms            View and Edit Rating Periods            View, Create, and Edit News Items            Create, Edit, and Delete Enrollments            Create and Edit Rating Views            Create Custom Rating Views            Assign Approved Vendor to Agency Account            View Observations (View Portfolio)            View Pending Exits            View Pending Re-Enrollments            View Pending Release Requests            View Pending Transfers            Download Demographics Incl. Ratings            Download Demographics Incl. Ratings and Scores            Download Demographics Incl. Scores            Download Demographics Only            View and Edit Share Status of Child            Access to Children Page            Head Start Children Page</p>

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Roles	Permissions
<b>Lead Agency Administrator</b>	Create, Edit, and Delete User Accounts Create, Edit, and Delete Child Accounts Create, Edit, and Deactivate Sites Create, Edit, and Deactivate Classrooms View and Edit Rating Periods View, Create, and Edit News Items Create, Edit, and Delete Enrollments Create and Edit Rating Views Create Custom Rating Views Assign Approved Vendor to Agency Account View Observations (View Portfolio) View Pending Exits View Pending Re-Enrollments View Pending Release Requests View Pending Transfers Download Demographics Incl. Ratings Download Demographics Incl. Ratings and Scores Download Demographics Incl. Scores Download Demographics Only View and Edit Share Status of Child